

PRINCIPAL CLERK PERSONNEL, 1171
CHIEF CLERK PERSONNEL, 1260

Summary of Duties : Supervises a group of clerical employees or independently performs responsible and difficult clerical work in a departmental personnel office or in the Personnel Department; or supervises the work of the employee benefits office or the central personnel records office of the Department of Water and Power and develops and controls personnel procedures; or acts as the Assistant to the Chief Central Services of the Personnel Department; and does related work.

Distinguishing Features : A Principal Clerk Personnel is responsible for important nontechnical personnel functions in a departmental personnel organization or in the Personnel Department. He may supervise a group of clerical employees or he may work independently. An employee of this class is distinguished from a Senior Clerk in that he has greater responsibility for work which involves a better understanding of personnel procedures and the application of personnel rules and regulations. An administrative or technical employee usually supervises the work of a Principal Clerk Personnel, but supervision does not involve a detailed review of work.

A Chief Clerk Personnel is responsible for the work of the central personnel records office of the Department of Water and Power; or acts as the Assistant to the Chief Central Services of the personnel Department. An employee of this class is responsible for the development and control of departmental personnel procedures and is responsible of the compilation of the Division of Personnel and efficiency budget, or is responsible for the supervision and administration of the units involved in the duplicating, administration, processing and review of examinations.

Examples of Duties : Principal Clerk Personnel : Supervises a group of clerical employees in maintaining civil service eligible lists; scheduling and recording the results of medical examinations; processing personnel documents such as emergency appointments, leaves of absence, and transfers; verifying reports of appointment and changes of status; and preparing layoff lists;

Supervises the clerical employees of a departmental personnel unit in maintaining departmental personnel records, including personnel transaction records, employees' records, and service ratings; preparing and processing personnel documents in connection with leaves of absence, transfers, requests for certification, appointments, suspensions, layoffs, resignations, retirements, and salary changes; maintaining position descriptions, evaluation records, and other personnel records in connection with a point evaluation system; administering employee benefits and services programs;

Makes investigations and prepares reports concerning position duties,

disciplinary problems, and requests for additional personnel; maintains position control records; makes recommendations for changes in departmental personnel procedures; conducts preliminary employment interviews of job applicants; arranges for appointments, transfers, and reassignments of eligibles and employees; interviews employees concerning placement, promotional examinations, assignment rights, seniority, and classification; answers questions pertaining to the application of department and Civil Service Rules and procedures; prepares documents and maintains records concerning pensions, leaves of absence, suspensions, terminations, and other personnel transactions; verifies and prepares departmental payroll records and reports; prepares personnel turnover reports and maintains a record of filled and vacant positions; confers with Personnel Department, City Administrative Office, City Attorney, Controller, and Department employees on personnel matters; and may act in the absence of a Chief Clerk.

Chief Clerk Personnel : Supervises a group of clerical employees engaged in preparing, processing, distributing documents and maintaining records of personnel activities such as appointments, transfers, bids for positions, suspensions, layoffs, leaves of absence, reinstatements, changes of status, restorations, and terminations; or in duplicating and assembling civil service examination booklets; preparing test materials for tabulating; administering continuous civil service examinations; scoring answer sheets of civil service examinations having few candidates; operating and programming Opscan and taped drive systems; serving as receptionist for oral interviews or in the protest room; performing duplicating services for other divisions of the central personnel agency;

Gives information about salaries, working conditions, charter provisions, ordinances, various personnel rules, and other personnel matters to supervisors, employees, and applicants for positions; processes certifications, insuring conformance to rules, ordinances, and the Charter; and provides liaison with other department and divisions involved in personnel functions.

May establish or recommend procedures to guide divisions or departments in personnel matters; may make arrangements for civil service examinations in Owens Valley and Independence; may compile the annual budget of the Employee Services Division of the Department of Water and Power; recruit emergency employees; or acts for the Chief Central Services in his absence.